

8 September 1982
MAU-2031

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MEMORANDUM FOR: Acting Chief, Operations Group
SUBJECT : Position Description - Technical Assistant
REFERENCE : Your Message of 7 September 1982

1. Attached is the position description for Austrian Bureau's technical assistant. The older FES format, rather than State's LEPCH format, was used on the assumption that we want to distance ourselves from the State system even in relatively minor matters.

2. I have projected an FSN-07 grade for the position since [] anticipates using the person who will fill the job for both scheduled weekend and unscheduled weekday fill-in board work. The job does not require the same level of expertise as the electronics technicians and is in fact designed to free them from a number of lower-level duties in order to devote more time to more crucial activities. At the same time, however, the level of expertise required and the responsibilities projected seem to place the position more on the level of USIA's audio-visual technician series than at the FSN-05 level anticipated in my original presentation (MAU-2024).

3. I have extended a tentative job offer at the FSN-04 level, and the papers for this candidate are being processed by the RSO. Thus, I would appreciate an early reply from PMCD on the official grade call.

[]

Chief, Austrian Bureau

Attachment: As stated


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POSITION DESCRIPTION

1. Position Title: Technical Assistant
2. Grade: FSN-07
3. Organization: FBIS Austrian Bureau
4. Position Number: FBIS AUFSN-39
5. Certification:

I certify this to be an accurate statement of the major duties and responsibilities of this position necessary to accomplish government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for purposes relating to expenditure of public funds.


Signature of Supervisor

8 Sep 1982
Date

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6. Narrative:

I. Major Duties

1. Performs general equipment operation and maintenance duties affecting the bureau operations site/ building and government leased properties, including electrical, plumbing, heating and air conditioning systems, an emergency power generator, the official vehicle, and roof and outside antenna systems. (50%)
2. Operates electronic and other equipment to record radio and television programs and radioteletype transmissions. (15%)
3. Performs radio operation, recording/playback, and switching and test duties in support of a BBC Monitoring Service radio reception and recording facility located within Austrian Bureau, including telephone liaison in English with BBC operators as required. (15%)

4. Assists electronics technicians in installation and maintenance of equipment required to perform Duty 1 above. (10%)

5. Maintains logistics records and property inventories, including records on stocks of electronic and mechanical spare parts, and advises bureau management on parts requisitioning or local purchasing as needed. (10%)

II. Factors

1. Knowledge

- Basic electronic theory
- Functional operation of a wide variety of electronic and related equipment
- Fluency in spoken German sufficient for liaison with Austrian facilities regarding procurement of parts, equipment, and emergency repair of bureau facilities
- Spoken and written English to at least Level 3, including specialized understanding of electronic/technical English sufficient to use operating and service manuals and write reports and log records
- Specialized training or equivalent experience in handling electronic and related equipment

2. Supervisory Controls

Under general supervision of the U.S. Staff electronics specialist for determination of workload scheduling; performs Main Radio watch function either under supervision of senior electronics technicians or independently as required; performs maintenance activities under general guidance of senior technical personnel; records and inventory function performed under guidance of Staff electronics specialist.

3. Guidelines

FBIS and bureau coverage schedules; specific instructions from monitors, BBC, or duty officers; technical operation and service manuals; general reference aids; schematics and blueprints.

4. Complexity

Radio operational tasks are detailed in lengthy schedules subject to change on short notice and requiring flexibility and attention to detail. Equipment maintenance activities range from scheduled preventive maintenance to emergency repair or replacement of operationally vital equipment. Bureau site maintenance duties are less technically demanding and in general less vital in the short term to continued operations.

5. Scope and Effect

The responsibilities of the position comprise support of technical operations by use and maintenance of a wide variety of electronic and mechanical equipment. Without this support, the electronics technicians must be involved in activities that reduce their time devoted to higher-level maintenance operations.

6. Personal Contacts

Contacts internal to the bureau include spoken and written communications in English with the supervising Staff electronics specialist, the electronics technicians, monitors, and Staff editors. Contacts external to the bureau include telephone communications in English with BBC Monitoring Service supervisors and operators and in German with vendors on local purchasing activities.

7. Purpose of Contacts

Contacts confirm or change radio or other recording assignments, add or delete recording and/or feeding commitments for the BBC, exchange technical information on the status of or problems relating to a wide variety of equipment, and establish availability of items required for use, repair, and maintenance of equipment.

8. Physical Demands

The work involves use of a wide variety of equipment requiring strict safety procedures. Heavy objects or equipment must frequently be carried and climbing of ladders and on roofs to install and maintain antennas is required. Good physical condition, hearing, and reading/fine work vision are required. Must work a constantly changing shift, either morning or evening.

9. Work Environment

Work is generally done in office, workshop, or Main Radio central room, and occasionally outdoors when antenna maintenance is required.